

Civilian Education System

Army Management Staff College



Purpose

- Provide an overview of the Army Management Staff College and the programs offered
- Inform and educate Army civilians worldwide on the progressive and sequential Civilian Education System (CES)



Agenda

- Who we are
- What we do
- Campus locations
- Our programs
- Why we need CES
- CES overview
- CES course design
- CES enrollment
- Course dates
- How to apply



Mission

The Army Management Staff College:

- Educates and prepares civilian and military leaders to assume leadership and management responsibilities throughout the Army
- Acts as TRADOC's lead agent for the Civilian Education System curriculum.
- Conducts research on Civilian Leadership and Installation Management



Vision

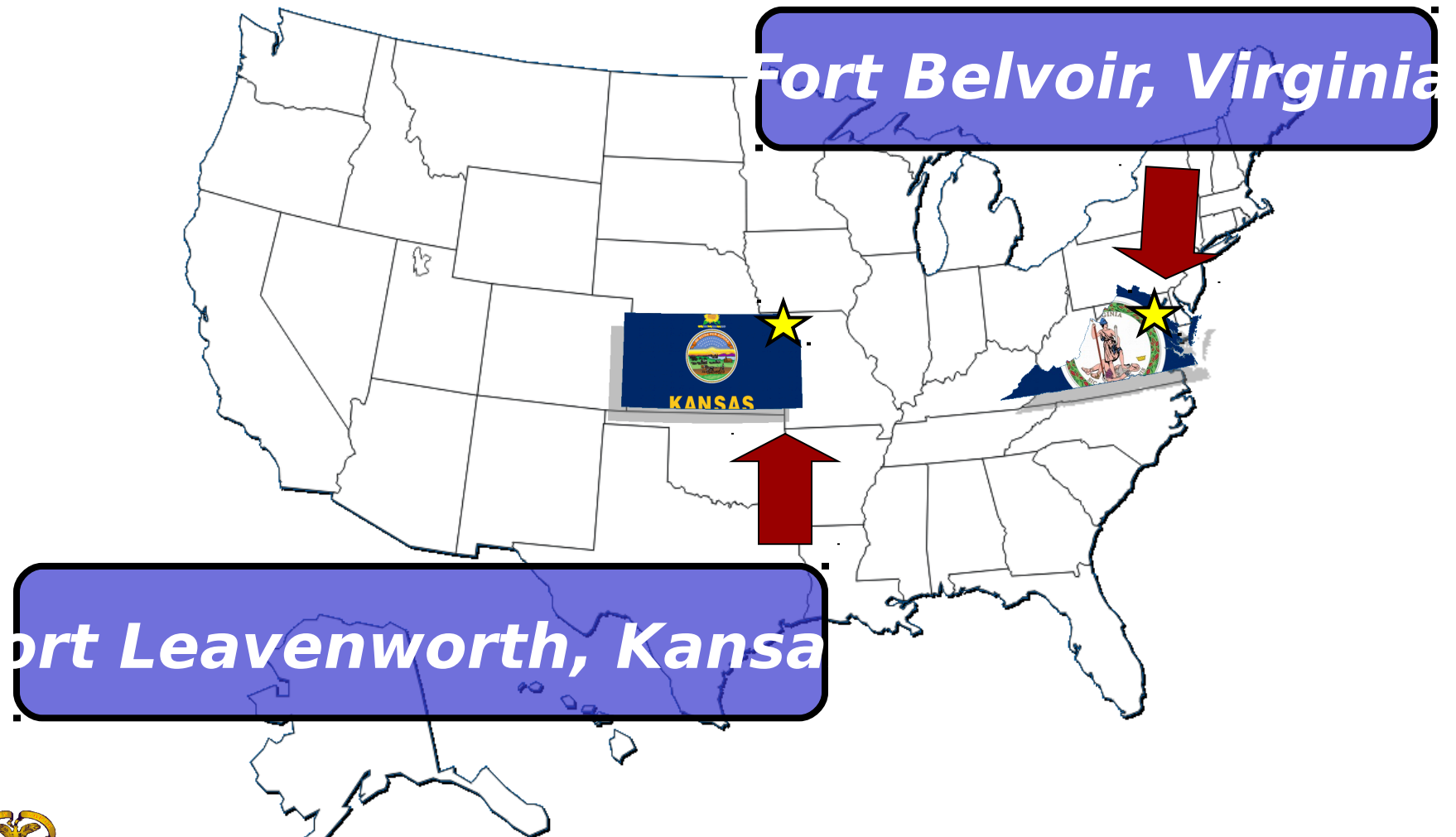
A Recognized Source for Leader Development

Guiding Principles:

- Inspiring life-long learning and service for the Army Civilian Corps
- The Center of Excellence in leadership and management for Army, Joint, and Interagency professionals
- Educating leaders in support of the Warfighter
- Relevant for the Army and the Nation
- A collaborative, meaningful research and learning environment



Campus Locations



Our Programs

Command Programs

- General Officer Senior Command Course (GOSCC)
- Garrison Precommand Course (GPC)
- Garrison Command Sergeant Major Course (GCSMC)



Our Programs

Civilian Education System

- Foundation Course
- Action Officer Development Course
- Supervisor Development Course
- Basic Course
- Intermediate Course
- Manager Development Course
- Advanced Course
- Continuing Education for Senior Leaders



What's Changed...

- Global War on Terrorism
- Army civilians are deployed
- more frequently
- Significant mil-civ conversion
- NSPS

Army Required

MULTI-SKILLED LEADERS

- Strategic & creative thinkers
- Builders of leaders and teams
- Competent full spectrum warfighter or accomplished professional who supports THE SOLDIER
- Effective in managing, leading & changing large organizations
- Skilled in governance, statesmanship and diplomacy

Army Requires

“a well-developed and executed, integrated, systemic approach for civilian leader development.”

(ATLDP-C 24 Feb 2003)



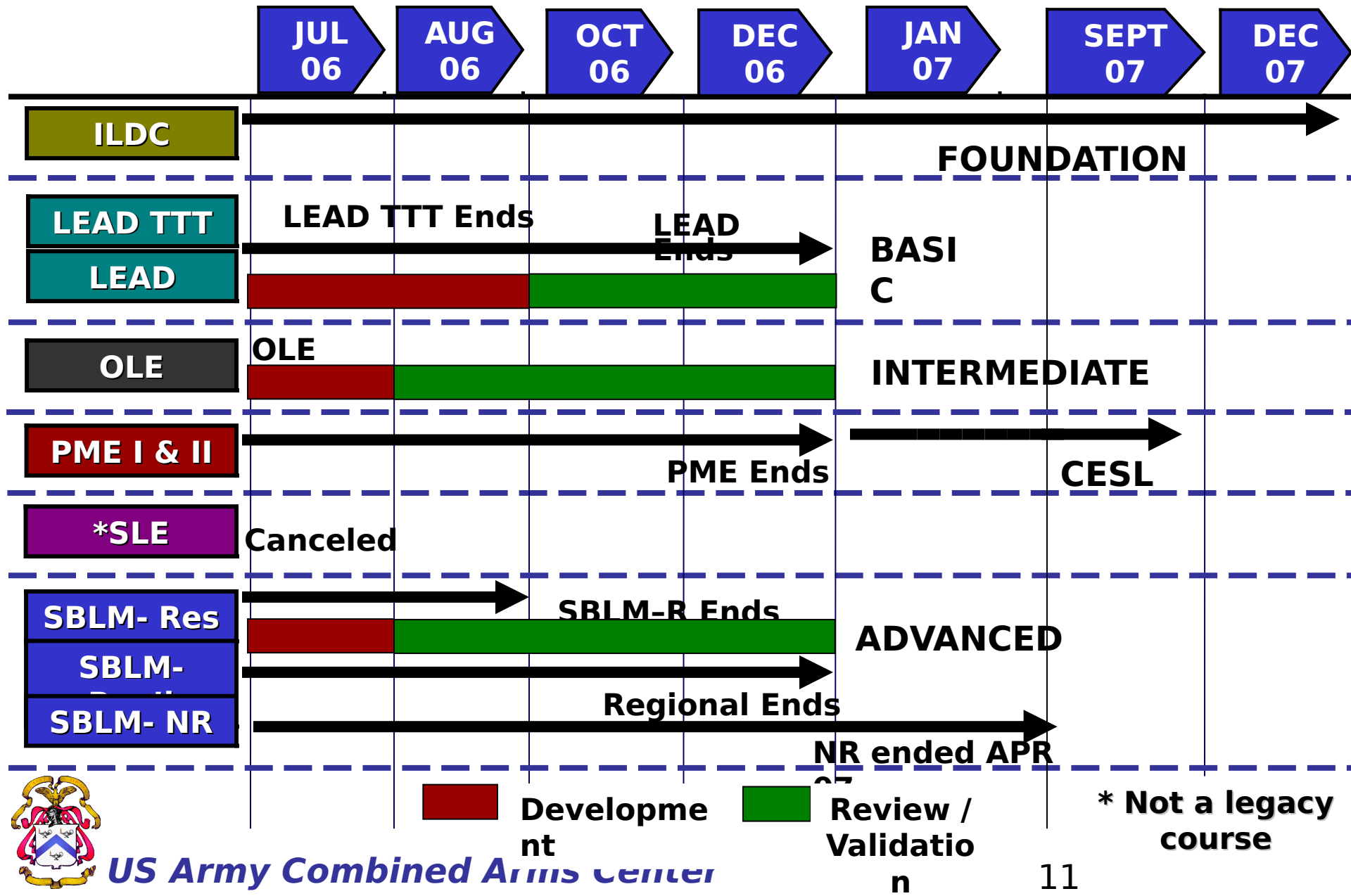
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Civilian Education System (CES)

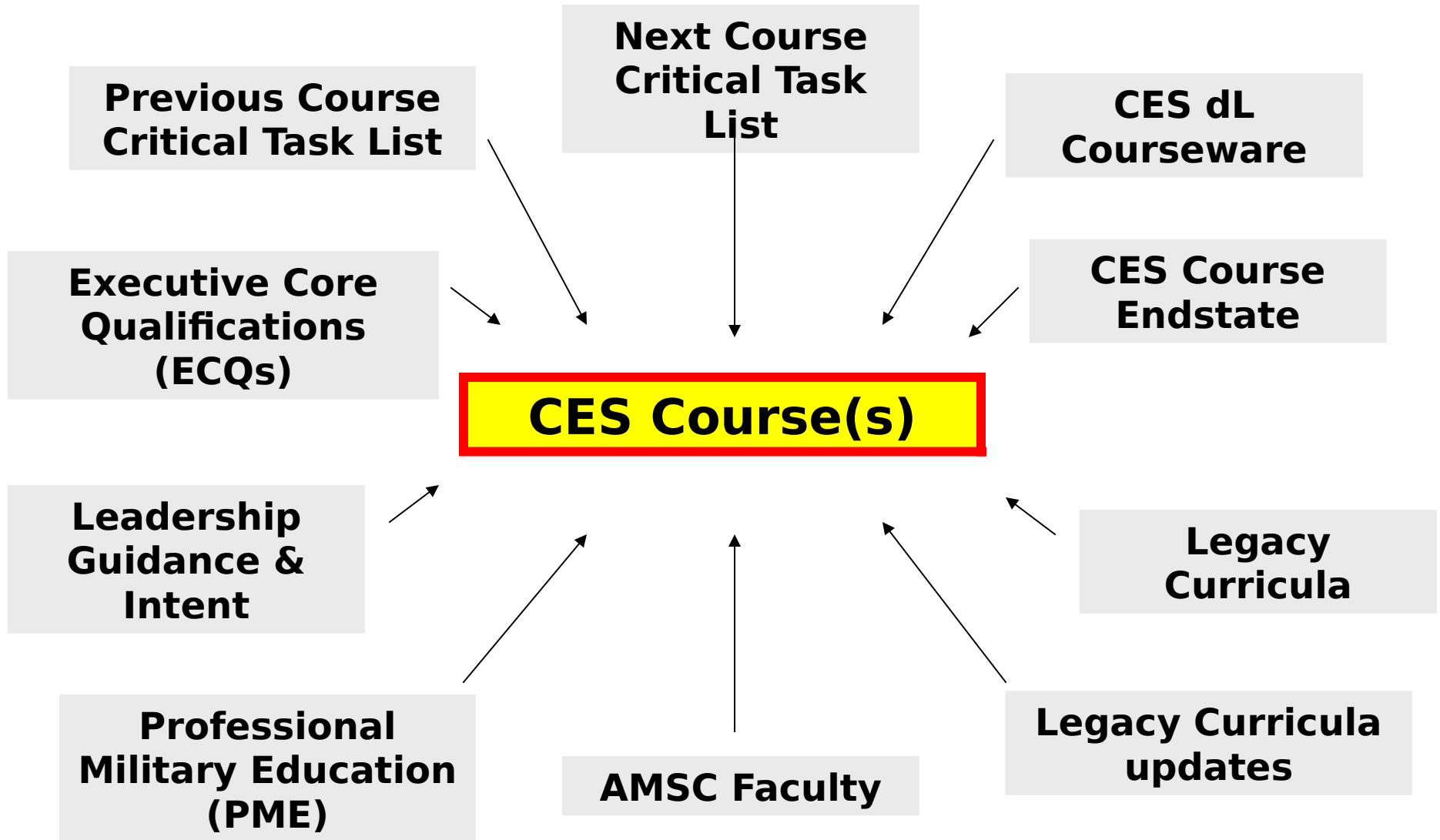
A progressive and sequential civilian leader development program that provides enhanced leader development and education opportunities for Army civilians throughout their careers



Legacy to CES Course Transition



CES Course Design



***Develop CES Resident Courseware NLT
Jun 06***

Initial Implementation NLT Jan 07

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Civilian Leader Development

Overview

Pay Band 1		Pay Band 2			Pay Band 3
GS-5/7/9	GS-11	GS-12	GS-13	GS-14	GS-15
NAF 1/2/3	NAF 4		NAF 5		
Federal Wage System employees' eligibility varies by geographic location					
Most permanent Army civilians are centrally funded. Local National employees; military members; term & temporary employees; & non-Department of the Army employees, for example, are funded through their own organizations"		DOD Defense Senior Leader Development Program (DSLDP)			
		Senior Leaders (CESL)			
		Advanced Course (AC) - dL & Resident			
		Intermediate Course (IC) - dL & Resident			
		Basic Course (BC) - dL & Resident			
		Manag	Supervisor Development Course (SDC) - dL		
			Action Officer Development Course (AODC) - dL		
			Communities of Practice Available at Each Level		
			Foundation Course (FC) - dL <i>For ALL new Army civilians</i>		

Pay bands based on supervisory responsibility



Civilian Leader Development Courses

distributed Learning (dL) available through the Internet to all Army civilians for self-development

Action Officer Development Course

Designed for civilians who “work actions” on behalf of senior staff officers or commanders

Required for interns
Completion required before they complete the intern

Supervisor Development Course

Provides supervisors and managers with civilian administration skills such as work management and basic supervision

Required for employees in supervisory and management positions

Manager Development Course

Assists supervisors and managers with basic skills for managing work and leading people

Recommended for all civilians in supervisory and management positions



Foundation Course

57 hours of distributed Learning (dL)

DA Civilian who understands and appreciates Army values and customs; serves professionally as a member of the Department of the Army; acquires foundation competencies for leader development

**Understand
structure of the
Army**

**Knows Army
leadership and
doctrine**

**Organizes daily
activities**

**Knows how to
build teams
and practices
group dynamics**

**Applies the
skills for
increasing self-
awareness**

**Meets DA
administrative
requirements**

**Applies
effective
communicatio
n principles**

**Comprehends
career
progression for
DA civilians**



Foundation Course

Enrollment Information

Eligibility

- All DA Civilian employees
- Military supervisors of Army civilians, Local Nationals and other DOD leaders

Required Attendees

- FC is required for interns, team leaders, supervisors, and managers employed after 30

Sep 2006

Admission Priority

- Available by dL

Course Credit

- Army civilians employed before 30 Sep 2006 are not required to take the FC
- Intern Leader Development Course (ILDC) is equivalent to FC



Basic Course

2 weeks resident, 33.5 hours of distributed Learning (dL)

DA civilian who understands and applies basic leadership skills to lead and care for small teams; applies effective communication skills to build a team; demonstrates internal and external awareness and directs team accordingly; develops and mentors subordinates

**Lead
teams**

**Develop
self,
team
members
, & team**

**Achieve team
task(s) in
support of
team
mission(s)**



**dL available to
all Army
civilians for
self-
development**

Basic Course

Enrollment Information

Eligible

- **Army civilians in permanent appointments, Military supervisors of civilians, Local Nationals and other DOD leaders.**

Course Equivalency

- **Courses: Leadership Education and Development (LEAD), Officer Basic Course (OBC), Warrant Officer Advanced Course (WOAC), Advanced NCO course (ANCOC).**

Prerequisite for Resident Phase

- **FC if required and BC Pre-work (*Distributed Learning (dL); Leader Philosophy Paper; Readings*)**



Basic Course

Admission Priority

Priority 1

- Required for Army civilians in permanent appointments, assigned as a team leader or in a supervisory or managerial position and have not been granted course credit. Must complete course within one year of placement.

Priority 2

- Army civilians in permanent appointment non-supervisory positions and have not been granted course credit.
- Army civilians and DOD employees in an Army endorsed supervisory or management development program and have not been granted course credit.
- Army civilians in permanent appointment to supervisory or managerial positions who are recommended by their supervisors and completed legacy civilian and military LD equivalent course five or more years prior to date of CES consideration.

Priority 3

- Active duty military supervisors of Army civilians.
- Army civilians in permanent appointment non supervisory positions who are recommended by their supervisors and have completed a legacy civilian or military LD equivalent course five or more years prior to date of CES consideration.
- Local Nationals and other DoD leaders who meet eligibility and prerequisites.
- Term and temporary civilians who are responsible for leading or supervising civilians and meet eligibility and prerequisites.



Intermediate Course

3 weeks resident, 44 hours of distributed Learning (dL)

DA civilian skilled in leading; managing human and financial resources; implementing change; directing program management and systems integration; displaying flexibility, resilience, and focus on mission

Leads people

**Manages
systems**



Intermediate Course

Enrollment information

Eligible

- **Army civilians in permanent appointments, Military supervisors of civilians, Local Nationals and other DOD employees.**

Course Equivalency

- **Courses: Organizational Leadership for Executives (OLE), Captains Career Course (CCC), Warrant Officer Senior Course (WOSC), First Sergeant Course (FSC).**

Prerequisite for Resident Phase

- **FC if required**
- **BC or equivalent**



Intermediate Course

Admission Priority

Priority 1

- Required for Army civilians in permanent appointment to supervisory or managerial positions and have not been granted course credit. Must complete course within 2 years of placement.

Priority 2

- Army civilian in permanent appointment non-supervisory positions and have not been granted course credit.
- Army civilians and DOD employees in an Army-endorsed supervisory or management development program and have not been granted course credit.
- Army civilians in permanent appointment to supervisory or managerial positions who are recommended by their supervisors and completed legacy civilian and military LD equivalent course five or more years prior to date of CES consideration.

Priority 3

- Active duty Military supervisors of Army civilians.
- Army civilians in permanent appointment to non-supervisory positions who are recommended by their supervisors and completed legacy civilian and military LD equivalent course five or more years prior to date of CES consideration.
- Local Nationals and other DOD leaders who meet eligibility and prerequisites.
- Term and temporary Army civilians who are responsible for supervising civilians and meet eligibility and prerequisites.



Advanced Course

4 weeks resident, 63 hours of distributed Learning (dL)

Army Civilians skilled in leading a complex organization in support of national security and defense strategies; integrating Army and Joint systems in support of the Joint Force; inspiring vision and creativity; implementing change; and managing programs.

**Leads people in a
complex
organization**

**Leads a complex
organization and
inspires vision and
creativity**

**Operates within an
environment of integrated
systems, with a focus on
mission**



**dL available to
all Army
civilians for
self-
development**

Advanced Course

Enrollment information

Eligible

- **Army civilians in permanent appointments, Military supervisors of civilians, Local Nationals and other DoD leaders.**
- **GS13-15 or comparable NSPS pay band.**

Course Equivalency

- **Courses: Army Management Staff College or Sustaining Base Leadership and Management (SBLM), Command and General Staff College/Intermediate Level Education (CGSC/ILE), Warrant Officer Senior Staff Course (WOSSC), Sergeant Majors Course (SMC).**

Prerequisite for Resident Phase

- **FC if required**
- **BC, IC or equivalency for each**

AC DL



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Advanced Course

Admission Priority

Priority 1

- Required for Army civilians in permanent appointment to supervisory or managerial positions and have not been granted course credit. Must complete course within 2 years of placement.

Priority 2

- Army civilians in permanent appointment non-supervisory positions and have not been granted course credit.
- Army civilians & DoD employees in an Army endorsed supervisory or management development program and have not been granted course credit.
- Army civilians in permanent appointment to supervisory or managerial positions who are recommended by their supervisors and completed legacy civilian and military LD equivalent course five or more years prior to date of CES consideration.

Priority 3

- Active duty military supervisors of Army civilians
- Army civilians in permanent appointment to non-supervisory or managerial positions who are recommended by their supervisors and completed legacy civilian and military LD equivalent course five or more years prior to date of CES consideration.
- Local Nationals and other DOD leaders who meet eligibility and prerequisites.
- Term and temporary civilians responsible for supervising Army civilians and meet eligibility and prerequisites.



Continuing Education for Senior

4.5 Day Resident, 40 hours of dL

Leaders

The CESL targets leaders at the GS14/15 leadership level or equivalent. CESL will sustain and further develop leaders by refining their broad skills and potential for the Department of Defense's future contemporary operating environment. The program is a participatory environment where students discuss current issues in the field.

Prepares for transition to senior level leadership positions

Uses inventive problem solving techniques

Strengthens awareness of organizational well being & cultural diversity issues

Uses knowledge management techniques

Generates strategic thinking: creating agile and resilient organizations

Understands impact of moral development/Intellectual development



Continuing Education for Senior Leaders

Enrollment Information

Eligibility

- **Army civilian employees GS-14/15 above and equivalent levels in leadership positions**
- **Military (SGM, CW4, CW5, LTC, COL) who supervise civilian supervisors/managers**
- **Must have completed one of the following Courses:**
 - a. **Sustaining Base Leadership and Management Course (AMSC) - must wait two years after graduation**
 - b. **Command General Staff College Intermediate Level Education**
 - c. **Warrant Officer Senior Staff College**
 - d. **Sergeant Major Course**

Prerequisite

- **40 hour dL phase required prior to the 4.5 day resident phase**



Basic Course Resident Phase (FY09)

Location	Dates	Application Deadline	Target Audience	Prerequisite
Fort Leavenworth	20 Oct 08 - 31 Oct 08	20 Jun 2008	Army civilians in permanent appointments assigned to a team leader, supervisory or managerial position	Foundation Course dL tasks
Fort Leavenworth	8 Dec 08 - 19 Dec 08	8 Aug 2008		
Fort Leavenworth	5 Jan 09 - 16 Jan 09	5 Sep 2008		
Fort Leavenworth	26 Jan 09 - 6 Feb 09	26 Sep 2008		
Fort Leavenworth	23 Feb 09 - 6 Mar 09	23 Oct 2008		
Fort Leavenworth	16 Mar 09 - 27 Mar 09	16 Nov 2008		
Fort Leavenworth	6 Apr 09 - 17 Apr 09	6 Dec 2008		
Fort Leavenworth	4 May 09 - 15 May 09	4 Jan 2009		
Fort Leavenworth	1 Jun 09 - 12 Jun 09	6 Feb 2009		



Intermediate Course Resident

Phase

FFY 09

Location	Dates	Application Deadline	Target Audience	Prerequisite
Fort Belvoir Fort Leavenworth	6 Oct 08 - 24 Oct 08	6 Jun 2008	Army civilians in permanent appointment supervisory or managerial position	Performance of Basic Course tasks Intermediate Course dL tasks
Fort Belvoir Fort Leavenworth	3 Nov 08 - 21 Nov 08 3 Nov 08 - 21 Nov 08	3 Jul 2008		
Fort Belvoir	1 Dec 08 - 19 Dec 08	1 Aug 2008		
Fort Belvoir Fort Leavenworth	5 Jan 09 - 23 Jan 09	5 Sep 2008		
Fort Belvoir Fort Leavenworth	2 Feb 09 - 20 Feb 09	1 Oct 2008		
Fort Belvoir	2 Mar 09 - 20 Mar 09	2 Nov 2008	29	29



Intermediate Course Resident (FY09) Phase

Location	Dates	Application Deadline	Target Audience	Prerequisite
Fort Belvoir Fort Leavenworth	27 Apr 09 - 15 May 09	27 Dec 2008	Army civilians in permanent appointment supervisory or managerial position	Performance of Basic Course tasks Intermediate Course dL tasks
Fort Belvoir Fort Leavenworth	26 May 09 - 12 Jun 09	26 Jan 2009		
Fort Belvoir Fort Leavenworth	22 Jun 09 - 10 Jul 09	22 Feb 2009		
Fort Belvoir Fort Leavenworth	20 Jul 09 - 7 Aug 09	20 Mar 2009		
Fort Belvoir Fort Leavenworth	17 Aug 09 - 4 Sep 09	17 Apr 2009		
 US Army Combined Arms Center			30	30

Advanced Course Resident Phase (FY09)

Location	Dates	Application Deadline	Target Audience	Prerequisite
Fort Belvoir	6 Oct 08-31 Oct 08	6 Jun 2008	Senior level Army leaders who exercise indirect leadership	Performance of Intermediate Course tasks
Fort Belvoir	5 Jan 09-30 Jan 09	5 Sep 2008		
Fort Belvoir	9 Feb 09-6 Mar 09	9 Aug 2008		
Fort Belvoir	16 Mar 09-10 Apr 09	16 Nov 2008		Advanced Course Distributed Learning (dL) tasks
Fort Belvoir	20 Apr 09-15 May 09	20 Dec 2008		
Fort Belvoir	26 May 09-19 Jun 09	26 Jan 2009		
Fort Belvoir	10 Aug 09-4 Sep 09	9 Apr 2009		



Continuing Education for Senior Leaders (FY09)

Location	Dates	Application Deadline	Target Audience	Prerequisite
Fort Belvoir	8 - 12 Sep 08	25 Jul 08	Army civilians in permanent appointment supervisory or managerial position	Performance of Advance Course tasks CESL Course Distributed Learning (dL) tasks
Fort Belvoir	1 - 5 Dec 08	2 Oct 2008		
Fort Belvoir	2 - 6 Feb 09	4 Dec 2008		
Fort Belvoir	18 - 22 May 09	20 Mar 2009		
Fort Belvoir	3 - 8 Aug - 09	5 Jun 2009		



CHRTAS APPLICATION NUMBER UPDATE



As of: 3 June 08

US Army Combined Arms Center

AMSC APPL PROCESS

1. **Curr Quota**=the total number of seats available for enrollment
2. **Total Applications**=# Canceled apps + # of Res apps + # of Waits
3. **Cancel**=the total number of students who canceled their application
4. **Res**=the total number of reserved students
5. **Waits**=the total number of students on a wait status
6. **No Shows**=the total number of students who did not cancel their application and did not show up to class
7. **Total Grad**=the total number of students who have graduated from the class
8. **Pending Supervisor**=the total number of students waiting on supervisors to approve their application
9. **Pending Training Coordinator**=the total number of students waiting on training coordinator to approve their application



Basic Course-FY 08

Class	Start Date	End Date	Curr Quota	Total Applications	Cancel	Res	Waits	No Shows	Total Grad	Pending Supervisor	Pending Tmg Coor
001*	2007-10-15	2007-10-26	64	99	38	61	0	2	54	0	0
002	2007-11-05	2007-11-16	64	50	19	31	0	3	27	7	0
003	2007-12-03	2007-12-14	64	66	21	45	0	7	42	9	0
004	2008-01-07	2008-01-18	96	95	27	68	0	8	64	11	0
005	2008-02-04	2008-02-15	96	85	15	70	0	17	54	26	0
006	2008-03-03	2008-03-14	96	113	31	82	0	21	61	32	0
007	2008-04-14	2008-04-25	96	130	42	88	0	15	73	31	1
008	2008-05-12	2008-05-23	96	145	48	96	1	18	73	29	2
009	2008-06-09	2008-06-20	96	131	32	96	3	0	0	46	2
010	2008-07-14	2008-07-25	96	179	23	96	60	0	0	48	4
011	2008-08-11	2008-08-22	96	229	13	83	133	0	0	61	20
012	2008-09-08	2008-09-19	96	284	15	92	177	0	0	88	41
Total:			1056	1606	324	908	374	91	448	388	70



Intermediate Course-FY 08 (Belvoir)

Class	Start Date	End Date	Curr Quota	Total Applications	Cancel	Res	Waits	No Shows		Total Grad		Pending Supervisor	Pending Tmng Coor
001*	2007-10-15	2007-11-02	64	8	0	8	0	0		54		0	0
002	2007-11-27	2007-12-14	52	46	10	36	0	10		28		2	0
003	2008-02-11	2008-02-29	96	52	30	45	0	7		38		9	0
004	2008-03-10	2008-03-28	96	70	27	61	0	9		52		10	0
005	2008-04-28	2008-05-16	96	126	55	67	0	4		63		15	0
502	2008-06-02	2008-06-20	96	127	40	74	0	13		0		15	1
006	2008-07-14	2008-08-01	96	152	17	96	39	0		0		23	1
007	2008-08-11	2008-08-29	96	218	12	96	110	0		0		34	14
Total:			692	799	124	483	149	43		235		108	16



Intermediate Course-FY 08 (Leavenworth)

Class	Start Date	End Date	Curr Quota	Total Applications	Cancel	Res	Waits	No Shows		Total Grad	Pending Supervisor	Pending Tmg Coor
001*	2007-10-15	2007-11-02	64	55	16	38	0	1		28	0	0
002	2007-11-27	2007-12-14	32	26	5	21	0	0		21	2	0
003	2008-02-11	2008-02-29	32	40	11	26	0	3		22	8	1
004	2008-03-10	2008-03-28	32	124	16	32	4	5		27	14	0
005	2008-04-28	2008-05-16	32	67	25	32	3	7		25	13	0
501	2008-06-02	2008-06-20	32	59	25	27	1	6		0	8	0
006	2008-07-14	2008-08-01	32	79	15	32	32	0		0	16	1
007	2008-08-11	2008-08-29	32	110	16	32	62	0		0	35	8
Total:			288	560	129	240	102	22		123	96	9



Advanced Course-FY 08

Class	Start Date	End Date	Curr Quota	Total Applications	Cancel	Res	Waits	No Shows	Total Grad	Pending Supervisor	Pending Tmg Coor
001*	2007-10-15	2007-11-09	64	0	0	0	0	0	28	0	0
002	2008-01-14	2008-02-08	64	39	10	29	0	10	19	1	1
003	2008-03-31	2008-04-25	64	102	52	50	0	10	40	6	6
004	2008-06-02	2008-06-27	64	85	45	40	0	2	0	6	0
005	2008-07-21	2008-08-15	64	113	15	64	34	0	0	16	1
Total:			320	339	122	183	34	22	87	29	8



Registration

For the Foundation, Basic, Intermediate, and Advanced courses in FY08:

The
Civilian Human Resource Training Application System (CHRTAS) is now the online method for submitting your FY08 CES applications. Applying for training in CHRTAS is a two step process. The process begins with creating a Student Profile account in CHRTAS. Once your profile is complete, you may apply for the courses that have been scheduled

Register for the Continuing Education for Senior Leaders (pilot) at the AMSC Web site at
<http://www.amsc.belvoir.army.mil>



AMSC Registrars

**For Fort Belvoir, contact
Ms. Angela Williams, Registrar
(703) 805-4757, DSN 655-4757
registrar@amsc.belvoir.army.mil**

**For Fort Leavenworth, contact
Ms. Carrie Criqui, Registrar
(913) 758-3506, DSN 585-3506
cesbc@conus.army.mil**



AMSC

QUESTIONS?

Home Page:

<http://www.amsc.belvoir.army.mil/>

